

DELAWARE TRANSIT CORPORATION

POSITION VACANCY POSTING

**CONTINUOUS POSTING
OPEN UNTIL FILLED**

METHOD OF APPLICATION: **EMPLOYMENT APPLICATION**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN EMPLOYMENT APPLICATION TO THE HUMAN RESOURCES DEPARTMENT.

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POSITION TITLE: **Cleaning Specialist**

POSITION #: XXX JOB CODE #: 238

PAY RATE: \$14.85 DEPARTMENT: Operations SECTION: Maintenance

LOCATION: DISTRICT: New Castle County, Kent County & Sussex County

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FULL TIME: X CONTRACT: IBEW X

SCHEDULED HOURS/DAYS: VARIED

SUMMARY OF POSITION:

The Cleaning Specialist is responsible for heavy, detailed and general cleaning of bus interiors and exteriors; following the established bus cleaning manual, practices and procedures. Cleaning the interior and exterior of facilities to include trash collection and disposal, snow removal and general upkeep. Operate buses (on DTC property), support vehicles (anywhere) and equipment which includes material handling equipment such as a forklift in conjunction with maintenance functions. Conduct clean-up and recovery activities related to any kind of oil, fuel or fluid spills. Support emergency operations and perform other assigned tasks related to functional area of responsibility.

Minimum Qualifications:

1. Applicant must be 18 years of age
2. Applicant must have a high school diploma or equivalent
3. Applicant must be available to work any shift, including weekends
4. Applicant must possess a valid Class D Driver's License
5. Applicant must have a general knowledge of methods, materials and tools utilized in cleaning of vehicles and equipment.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com

Delaware Transit Corporation

Issued: April 29, 2020

Job Code: 238

Cleaning Specialist

Summary of Job: Responsible for heavy, detailed and general cleaning of bus interiors and exteriors; following the established bus cleaning manual, practices and procedures. Cleaning the interior and exterior of facilities to include trash collection and disposal, snow removal and general upkeep. Operate buses (on DTC property), support vehicles (anywhere) and equipment which includes material handling equipment such as a forklift in conjunction with maintenance functions. Immediately report to supervision any defects discovered on the buses, support vehicles, facilities or equipment while performing job duties. Immediately report to supervisor defects found or discovered while ensuring and maintaining good working order of cleaning equipment. Conduct clean-up and recovery activities related to any kind of oil, fuel or fluid spills. Support emergency operations; comply with all safety policies and promptly report safety hazards. Perform other assigned tasks related to functional area of responsibility.

Skills: Experience-based: The Cleaning Specialist must have general knowledge of methods, materials and tools utilized in cleaning of vehicles and equipment. The ability to effectively clean in an industrial setting and perform routine servicing of automated washing equipment is also essential. Preferred one (1) year experience working in a cleaning or janitorial environment using multiple cleaning agents, chemicals and equipment. Duties require a valid Class D Driver's License.

Skills: Knowledge-based: Must be able to follow written and oral instructions as well as communicate in both oral and written forms which may include the use of company information systems relevant to the assigned functional area. Complete periodic training as required. Review and remain current on the Safety Data Sheets on all products used.

Exercise of Discretion: The Cleaning Specialist will perform duties within defined routines as established within the functional area of responsibility or task as assigned but will work independently. The Cleaning Specialist must immediately report any incident to supervision, to include but not limited to safety hazards, collisions, spills or injuries.

Complexity: The Cleaning Specialist work scope is relatively straightforward with daily operations governed by established guidelines and procedures. The Cleaning Specialist will perform the physical demands of the tasks generally associated with heavy duty bus cleaning including but not limited to; routinely lift 50 lbs., use of ladders to reach the tops of buses, bending, stretching, reaching, kneeling and standing for extended periods of time. Maintain Personal Protective Equipment and turn in any unserviceable gear for replacement. Comply with all DTC

safety policies. Maintain a valid Class D Driver's License and satisfactory Department of Transportation drug screening.

Supervision Received: The Cleaning Specialist operates under the direct supervision of the Maintenance Supervisor/Fleet and Equipment Foreman. Work is monitored daily.

Supervision Exercised: The Cleaning Specialist has no supervisory responsibility.

Scope and Impact: The Cleaning Specialist impacts on the effectiveness and efficiency of the Corporation's vehicle maintenance program. The incumbent is responsible for high volume processing of routine work processes with emphasis on safety and efficiency. The success of the program has direct impact on the confidence of customers in the system, especially regarding safety cleanliness, and reliability.

Work Contacts: The Cleaning Specialist contacts are basically within the organization with regular interaction within the peer group. Must coordinate the availability of materials with Inventory Control for assigned tasks. Follow established practices for conducting all tasks using the current maintenance information system and data base tracking system.

Working Conditions: This position functions in a noisy industrial environment requiring the use of safety equipment during the exercise of essential job functions. Incumbent also operates outdoors in extremes of weather conditions. The workdays and hours are generally regular as designated by assigned shift, although subject to periodic exception.

	Essential Personnel Policy HR-075.01		FLSA
X	Level I		Exempt
	Level II	X	Non-Exempt